A large red triangle graphic on the left side of the slide, pointing towards the right.

# ANSWERING TO QUOTATION REQUEST GUIDANCE FOR SUPPLIERS

Henkel@SAP Ariba

# AGENDA

- 01** User roles set up
- 02** Answer to Quotation Request
- 03** Order confirmation

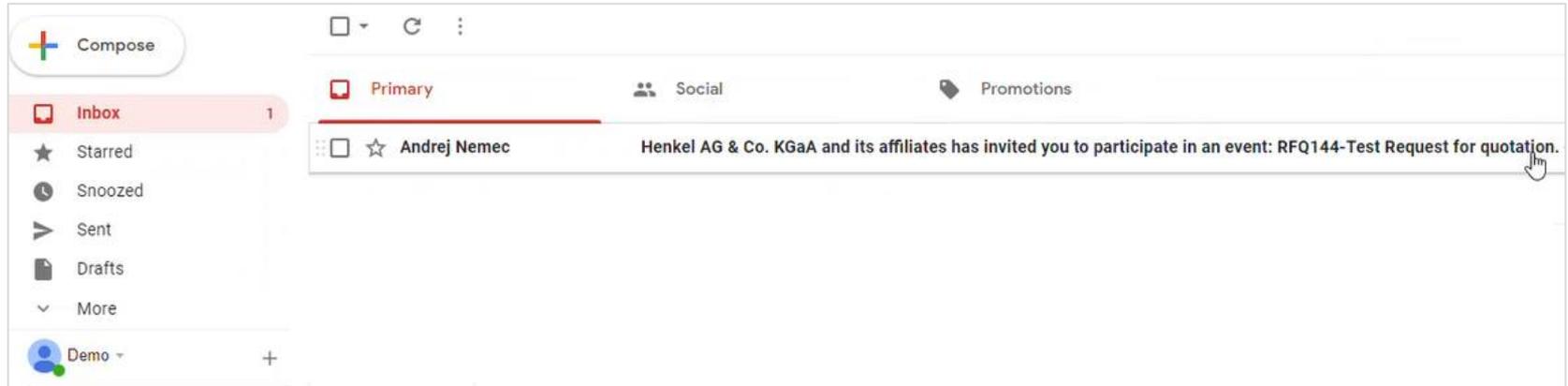
## ▶ USER ROLES SET UP

**You are now enabled and can receive Quotation Requests from Henkel, and to respond to them through SAP-Ariba. Please follow the instructions provided in this guidance deck.**

- Before receiving any Quotation request from Henkel, you must make sure that the recipient from your company is created as a user and has **the right user roles assigned** in your Ariba Network account!
- For the correct set up of who shall **receive the notifications** about the Quotation Request and in which form, please refer to your "Company Settings"
- The default set up is an e-mail notification to the account admin of your company. We recommend to check this setting and **set up the correct notification receivers** in as soon as the Quotation Request with Henkel was configured
- For more information on how to set your account up and for the roles and notifications, please refer to [the SAP Ariba Administrator Quick-Start Guide](#) or use [SAP Ariba Help Center](#) directly through your account

# ▶ NOTIFICATION OF QUOTATION REQUEST ON Ariba ACCOUNT

- Whenever Henkel user sends you a Quotation Request, you will receive an e-mail notification (see an example below)
- Please note that this e-mail is **just information** that you have received a „Quotation Request“ in your existing Ariba Account on Ariba Network
- Do NOT click on the content of the email, instead **log in** directly to your Ariba Account, with your user and credentials



# ▶ RESPOND TO QUOTATION REQUEST

- After logging in, at the top left corner click on Ariba Network dropdown menu and select „**Ariba Proposals & Questionnaires**“

The screenshot shows the SAP Ariba Network interface. At the top left, the 'Ariba Network' dropdown menu is open, with 'Ariba Proposals & Questionnaires' highlighted. The main dashboard displays a table of orders and a sidebar with navigation options.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4573523316	Henkel	Partially Shipped	0,11 EUR	29 Apr 2020	0,00 EUR	Select ↓
4573523178	Henkel	New	31 837,15 EUR	29 Apr 2020	0,00 EUR	Select ↓
4573513499	Henkel	Partially Shipped	0,11 EUR	24 Apr 2020	0,00 EUR	Select ↓

# ▶ RESPOND TO QUOTATION REQUEST

1. Click on "Open Events"
2. Select the relevant request by clicking on its title

The screenshot shows the SAP Ariba Proposals & Questionnaires interface for Henkel AG & CO. KGAA AND ITS AFFILIATES. The page displays a list of events under the heading "Events". The table has columns for Title, ID, End Time, and Event Type. The "Status: Open (2)" section is highlighted with a red arrow and a red circle containing the number 1. The "RFQ2289-Test" row is highlighted with a red box and a red arrow, with a red circle containing the number 2 next to its title. Below the events table, there are sections for "Registration Questionnaires" and "Qualification Questionnaires", both showing "No items".

Title	ID	End Time ↓	Event Type
▶ Status: Completed (39)			
▶ Status: Open (2) 1			
RFQ2202-TEST	Doc391669708	5/31/2020 11:59 PM	RFP
RFQ2289-Test 2	Doc406723251	5/19/2020 11:59 PM	RFP
▶ Status: Pending Selection (35)			
Registration Questionnaires			
Title	ID	End Time ↓	Status
No items			
Qualification Questionnaires			

# ▶ RESPOND TO QUOTATION REQUEST

- Respond to Henkel's Quotation Request by clicking on the "Intend to Participate" button to send your offer
- If you decide not to participate and not to send an offer, then click to the "Decline to Participate" button

The screenshot displays the Ariba Sourcing interface for a quotation request. The header shows 'Ariba Sourcing' and user information 'Company Settings', 'Zoltan Pal', and 'Help Center'. The main content area is titled 'Event Details' for document 'Doc406723251 - RFQ2289-Test'. A yellow banner contains the instruction: 'You must decide whether or not you intend to participate in this event.' Below this banner are four buttons: 'Download Content', 'Intend to Participate' (highlighted with a red box), 'Decline to Participate', and 'Print Event Information'. A timer in the top right corner indicates 'Time remaining 14 days 10:07:47'. On the left, a checklist shows steps: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The 'All Content' section shows a table with columns 'Name' and 'Total Cost'. The table includes sections for 'Terms' and 'Items', with a 'Less...' button next to the 'Office furniture' item.

Name ↑	Total Cost
<b>1 Terms</b>	€0.00 EUR
1.1 Ship To	Apollo BC, blok H / Prievozska Bratislava, BL 82109 Slovakia
1.2	€0.00 EUR
<b>2 Items</b>	
2.1 Office furniture	Less... -
Office furniture: Quotation request	

# ▶ RESPOND TO QUOTATION REQUEST

- If an attachment is also part of the request, you may find it in „References“

The screenshot displays the Ariba Sourcing interface for a quotation request. The header shows 'Ariba Sourcing' and navigation links for 'Company Settings', 'Zoltan Pal', and 'Help Center'. The main content area is titled 'Event Details' for document 'Doc456536111 - RFQ3764-test'. A yellow banner prompts the user to decide on participation, with buttons for 'Download Content', 'Intend to Participate', 'Decline to Participate', and 'Print Event Information'. A 'Primary' tab is active. The 'All Content' section shows a table with columns for 'Name' and 'Total Cost'. Below the table, a note states: 'If required, attach a supporting file to your response(max 1 file upto 10MB).If you are creating the quote via email, please note any text field can contain only up to 50 characters:.'. A dropdown menu is open under 'References', showing a file named 'Taft\_order.xlsx' with a download icon. Other options include 'Additional information' and 'Download all attachments'. The bottom of the page shows event details: 'Event Overview and Timing Rules', 'Owner: Tomas Demovic', 'Event Type: RFP', 'Currency: European Union Euro', 'Commodity: Office furniture M\_3M0', and 'Regions: SVK Slovakia'.

# ▶ RESPOND TO QUOTATION REQUEST

1. Tick all available lots of the Quotation request
2. Confirm via „Confirm Selected Lots“

Choose the lots in which you will participate. You can cancel your intention to

▼ Checklist

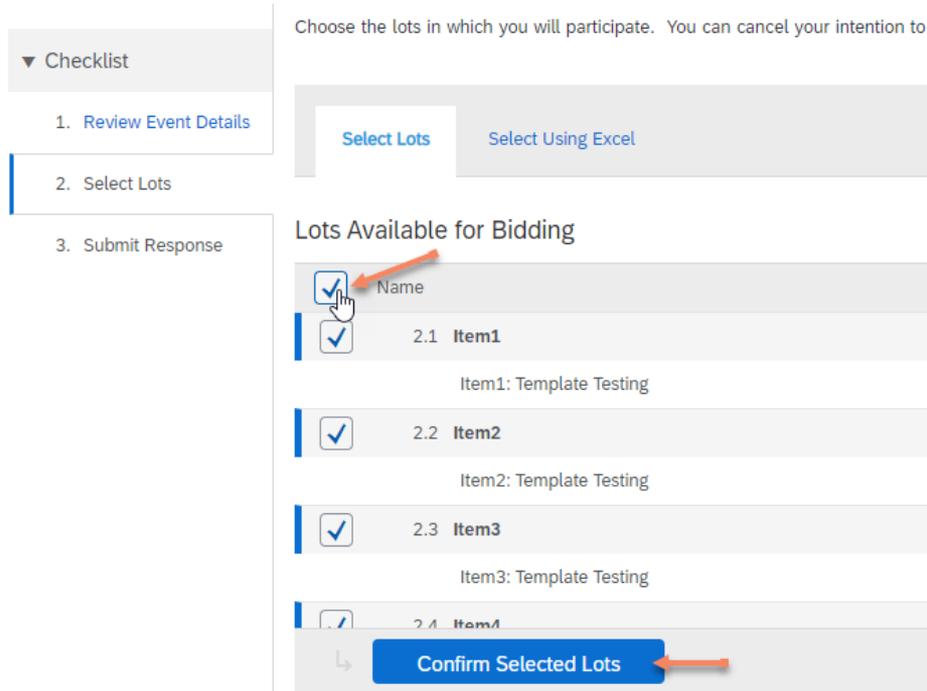
1. Review Event Details
2. Select Lots
3. Submit Response

Select Lots    Select Using Excel

### Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	2.1 Item1 Item1: Template Testing
<input checked="" type="checkbox"/>	2.2 Item2 Item2: Template Testing
<input checked="" type="checkbox"/>	2.3 Item3 Item3: Template Testing
<input checked="" type="checkbox"/>	2.4 Item4

Confirm Selected Lots



# ▶ RESPOND TO QUOTATION REQUEST

- Fill in all the mandatory fields (marked by red asterisk)

Ariba Sourcing

Company Settings Zoltan Pal Help Center

o back to Henkel AG & Co. KGaA and its affiliates Dashboard Desktop File Sync

Console Doc406723251 - RFQ2289-Test Time remaining 14 days 10:02:06

Event Messages  
Response History  
Response Team

▼ Checklist

- Review Event Details
- Select Lots
- Submit Response

Primary

All Content

Name ↑	Total Cost
▼ 1 Terms	€0.00 EUR
1.1 Ship To	Apollo BC, blok H / Prievozská Bratislava, BL 82109 Slovakia
1.2	€0.00 EUR
▼ 2 Items	
2.1 Office furniture ▼	Less... [-]
Office furniture: Quotation request	
Item net price: *	1 EUR

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Net price should be at least 1 EUR

# ▶ RESPOND TO QUOTATION REQUEST

- In case of **multiple items** price must be filled in all of them
- Items can be expanded by clicking on „More...” button

All Content ☰ | ☑

Name ↑	Total Cost
Description:	<input type="text"/>
Instructions for Unit net price,enter the value only in the currency which is specified in the request header.Only use dot as decimal separator and do not enter currency key(e.g.2000.45).Provide the total unit net price per 1 unit: If required, attach a supporting file to your response(max 1 file upto 10MB).If you are creating the quote via email,please note any text field can contain only upto 50 characters.:	<a href="#">Attach a file</a>
Specification:	.
2.2 Item2	More... <input type="button" value="+"/>
2.3 Item3	More... <input type="button" value="+"/>

(\*) indicates a required field

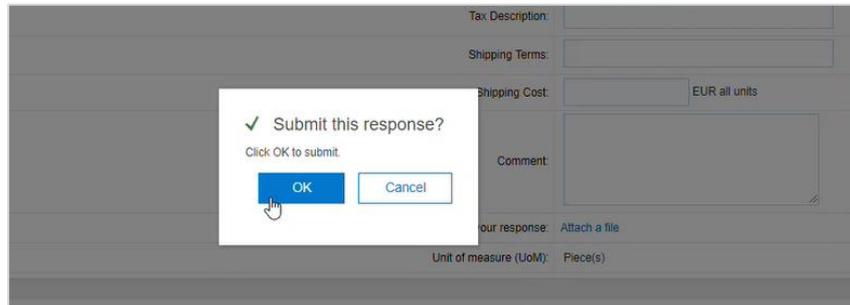
|

# ▶ RESPOND TO QUOTATION REQUEST

1. Submit via the button on the bottom left of the page "Submit Entire Response"



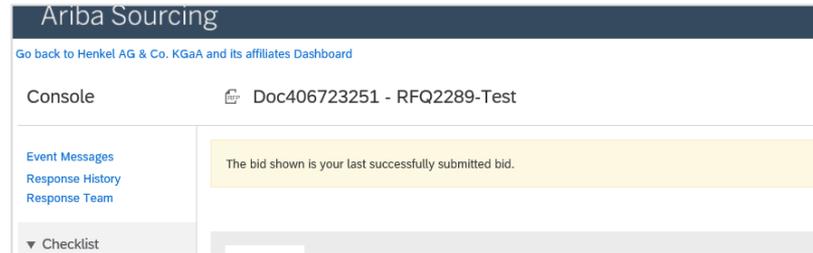
2. Confirm the submission by clicking on "OK"



- Your response was sent to the requestor at Henkel

# ▶ QUOTATION REQUEST STATUS

- Go back to Ariba network Dashboard via „Go back to...” button at the top left of the page



Ariba Sourcing

[Go back to Henkel AG & Co. KGaA and its affiliates Dashboard](#)

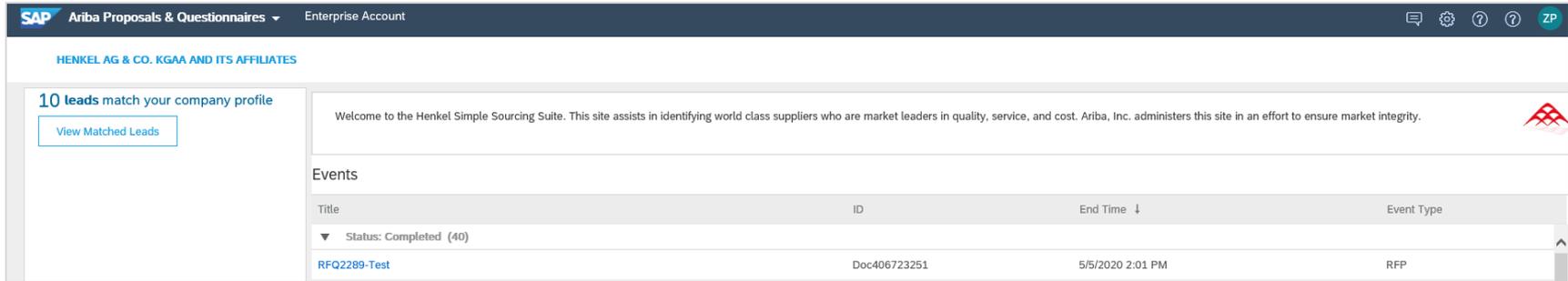
Console Doc406723251 - RFQ2289-Test

[Event Messages](#)  
[Response History](#)  
[Response Team](#)

▼ Checklist

The bid shown is your last successfully submitted bid.

- Your response will appear in status „Open”. Once the submitted quote has been accepted by the Henkel requestor, it will change to status „Completed”



SAP Ariba Proposals & Questionnaires Enterprise Account

HENKEL AG & CO. KGAA AND ITS AFFILIATES

10 leads match your company profile  
[View Matched Leads](#)

Welcome to the Henkel Simple Sourcing Suite. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Completed (40)			
<a href="#">RFQ2289-Test</a>	Doc406723251	5/5/2020 2:01 PM	RFP

# ▶ HOW TO FIND PURCHASE ORDER IN Ariba NETWORK

Please go to the „Ariba/Business Network“ page. It can be changed by clicking on the small arrow or text next to SAP logo

Once you have received the corresponding Henkel Purchase Order, please proceed with the order confirmation:

1. Select Orders and Releases
2. Choose “Henkel”
3. Insert PO number you received or just let the field empty (to find all Henkel PO’s)
4. “Search”

The screenshot displays the SAP Business Network interface. At the top, the SAP logo is followed by a dropdown menu labeled 'Business Network' and 'Enterprise Account'. Below this is a navigation bar with links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The main content area features a search bar with four numbered steps: 1. 'Orders and Releases' (dropdown), 2. 'Henkel' (dropdown), 3. 'Exact match' (dropdown), and 4. 'Order number' (text input with a search icon). Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The 'Overview' tab is active, showing a dashboard with five cards: '13 New orders Last 31 days', '25 Changed orders Last 31 days', '0 Orders to invoice Last 31 days', '0 Rejected invoices Last 31 days', and '39 Orders Last 31 days'.

# ▶ ORDER CONFIRMATION

## There are two different ways how to confirm Purchase Order:

- **Standard account:** you have received an email (screenshot below) with order confirmation button.
- **Enterprise account:** please follow steps on the next slide.

ARIBA NETWORK

Dear **SupplierT010**,

Your customer **ABC Buyer** sent you a purchase order through Ariba Network. You can start processing this purchase order now by clicking the buttons in this email.

If you have an existing Ariba account, [click here](#) to process this purchase order on the Ariba Network.

Sincerely,  
The Ariba Network Team  
<http://www.ariba.com>

Message from Buyer

We expect you to send Order Confirmation to **ABC Buyer**. Without registration you can click on the buttons below.

In case of question contact us

- International number: +44 20 1 234 5678
- Email: [AribaNetwork@abcbuyer.com](mailto:AribaNetwork@abcbuyer.com)

Kind regards, **Henry Miller, CPO**

ABC Buyer  
New York, NY 10021  
United States

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

**From:** Accounts Payable  
**ABC Buyer (Bill To)**  
1500, ABC Street  
El Paso, TN 99999-9999  
United States

**To:** **SupplierT010** Purchase Order  
350 Commerce Court (New)  
Menasha, WI 54956 100170101D05  
United States Amount: \$400.00 USD

Phone:  
Fax:  
Email:  
[p.schrader@sap.com](mailto:p.schrader@sap.com)

Payment Terms  
0.5 % 10 NET 30

Contact Information  
Website: [Terms and Conditions]: <http://www.BuyerA-clerk.com/termConditions.cfm>

freightTerms: Collect  
deliveryTerms: Shipping Point  
specialAnnouncements: specialAnnouncements  
Customer VAT/Tax ID: BuyVATid\_12345

Ship All Items To  
**ABC Buyer (Ship To)**

Bill To  
Accounts Payable

Deliver To  
Jenks Manufacturing Mill

Purchase Orders (59)

Order Number	Ver	Customer	Settlement	Amount Invoiced	Revision	Actions
4592154477	1	Henkel	Invoice	Rp0.00 IDR	Original	<a href="#">Actions ▾</a>
4592153577	2	Henkel	Invoice	RMB0.00 CNY	Changed	<a href="#">Actions ▾</a>

If you did not receive the e-mail, you can resend it by clicking on actions – resend copy.

**NOTE:** For Standard Account the order number will be grey with no action after you click on it.

# ▶ ORDER CONFIRMATION

- **Enterprise account:** you can create order confirmation directly from your Ariba account:

1. In Ariba Network click on PO number
2. Then hit drop down button "Create Order Confirmation"
3. In drop down menu select „Confirm Entire Order“

Purchase Orders (59)

Order Number	Ver	Customer	Settlement	Amount Invoiced	Revision	Actions
<b>1.</b> 4592154477	1	Henkel	Invoice	Rp0.00 IDR	Original	Actions ▾
4592153577	2	Henkel	Invoice	RMB0.00 CNY	Changed	Actions ▾

SAP Ariba Network Enterprise Account ← Back to class

Purchase Order: 4592154477

**2.**

**3.**

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Confirm Entire Order ▾ Update Line Items history Reject Entire Order



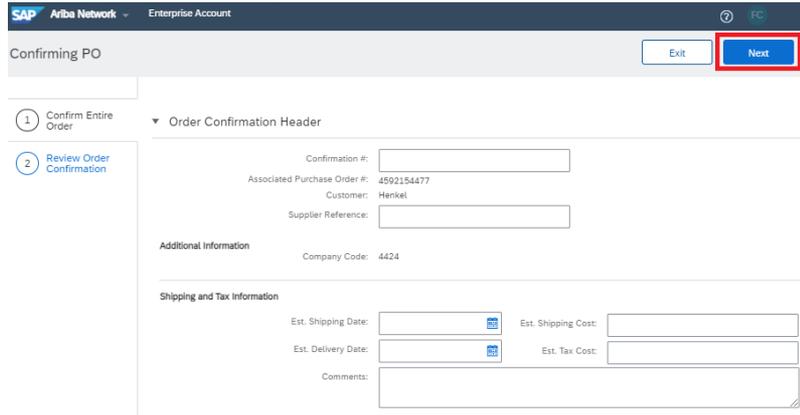
From:  
PT Henkel Adhesive Technologies  
No. 79 RT 02 RW 09  
Tangerang Selatan 15413  
Indonesia

To:  
Test vendor - ProWeb  
Henkelstrasse  
00000 Duesseldorf  
  
Germany  
Phone: +49 (211) 7979316  
Fax:  
Email: ariba.procure.europe@henkel.com



# ▶ ORDER CONFIRMATION

As there are no required fields, click on „Next“ button



SAP Ariba Network Enterprise Account

Confirming PO [Exit] [Next]

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 459215477

Customer: Henkel

Supplier Reference:

Additional Information

Company Code: 4424

Shipping and Tax Information

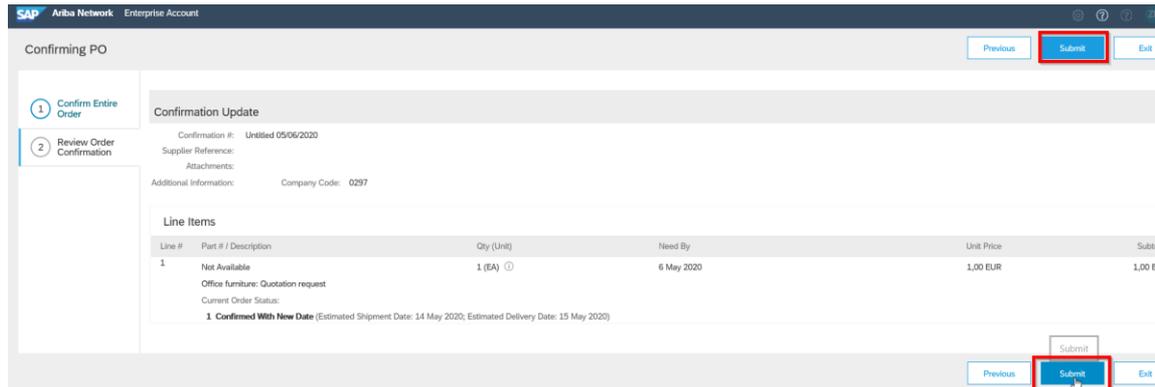
Est. Shipping Date:  Est. Shipping Cost:

Est. Delivery Date:  Est. Tax Cost:

Comments:

Please note, that order confirmation is required only for test purposes. For real orders this remains recommended.

Submit it, and the order is confirmed!



SAP Ariba Network Enterprise Account

Confirming PO [Previous] [Submit] [Exit]

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 05/06/2020

Supplier Reference:

Attachments:

Additional Information: Company Code: 0297

Line Items

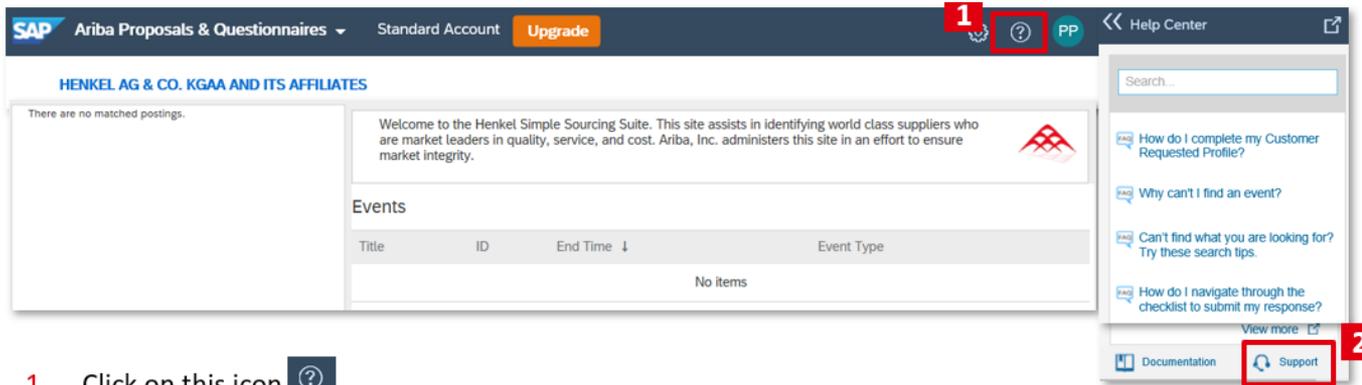
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtc
1	Not Available Office furniture: Quotation request	1 (EA)	6 May 2020	1,00 EUR	1,00 E

Current Order Status:  
1. Confirmed With New Date (Estimated Shipment Date: 14 May 2020; Estimated Delivery Date: 15 May 2020)

[Previous] [Submit] [Exit]

# ▶ DO YOU HAVE ANY QUESTIONS?

In case of any technical issues (*missing access to Ariba Network menu, user related issues, etc.*) Or problems with account setup please contact directly **SAP Ariba support**, as you can see below:



1. Click on this icon .
2. Click on **“Support”** button.

In case of questions related to Ordering process, do not hesitate to contact us (Henkel company) via e-mail to [Henkel Econtent team](#)



# THANK YOU

FOR FURTHER SUPPORTING MATERIALS PLEASE VISIT OUR [HENKEL@SAP ARIBA WEBPAGE](#)

